

## 5.3 COMMUNICATE YOUR DECISION TO THE EMPLOYER

### What to Know

There are several possible outcomes for your analysis of job offers. You can:

- accept the offer (as is or negotiated);
- reject the offer; or
- request extension of the decision.

Whatever your decision, communicate your decision immediately either verbally or in writing. If the offer was made verbally, a verbal response is sufficient. If the offer was made in writing, a written response is required. Usually the written offer from the employer will include a second copy for you to sign and send back. It is a good idea to request a written job offer, particularly if you are relocating for the job or if there is a time delay before actually starting work. If you are requesting to delay the decision, the request should be made verbally and then follow it up with a letter.

### What to Do

Following are guidelines and samples of various types of letters that correspond with your decision about offers. Use the guidelines and examples to draft your own letters.

Note that all letters should conform to standard rules of letter writing. Pay particular attention to the tone of the letter and carefully proofread it before mailing.

*Thirty-seven percent of the people who ask for something get it. One hundred percent of the people who don't ask, don't get what they want. (Richard Gaither; author, job search consultant)*

*Sample Acceptance Letter*

Franklin Sternz  
600 Middletown Pike  
Baltimore, MD 12345

February 1, 20XX

Ms. Peterson, Human Resource Manager  
ABC Company  
5555 ABC Drive  
Baltimore, MD 21201

Dear Ms. Peterson:

Thank you for your offer for the position as accounting clerk. I accept the position with pleasure and look forward to making my contribution to ABC.

It is my understanding that the conditions of my employment are as follows:

- My initial salary will be \$24,500 per year, paid in equal increments every 2 weeks.
- Benefits include accident, health, and life insurance, effective upon starting work.
- My probationary period lasts 6 months, with an initial performance and salary review after that time.
- Salary reviews are scheduled for every 6 months after completing probation.
- Written performance reviews occur each year on the anniversary of my initial employment.
- The work day is 8 hours, workable between 7:00 a.m. and 7:00 p.m.
- Vacation and sick leave accrue at a rate of one day per month and are cumulative.

As we agreed, my starting date will be February 15, 20XX. I enjoyed meeting you and look forward to working at ABC. If there are materials I should read or complete prior to the 15th, please send them to me. I can be reached at (777) 777-0000 any evening for additional information.

Sincerely,

*Franklin Sternz*

James Wilmore  
158 N. Lincoln  
San Diego, CA 12345

October 15, 20XX

Mr. Robert South, President  
ABC Industries  
3000 Long Beach Boulevard  
Los Angeles, CA 12345

Dear Mr. South:

Thank you for the confidence demonstrated in me as reflected in your offer as the Vice-President of Finance.

It is my understanding that the position reports directly to you and is responsible for legal, human resources, data processing, administrative services and long-range planning.

The employment package includes:

- Annual base salary of \$105,000.00
- A bonus with a minimum range of 20% and a maximum of 50% of compensation
- Stock options (based on performance)
- Club membership at Golf International
- Company-funded pension plan
- All relocation costs including purchase and sales costs of housing and mortgage assistance
- A review at six months

I look forward to starting with you January 1, 20XX.

Sincerely,

*James Wilmore*

*Sample Refusal Letter*

Jonathan Doe  
600 Middletown Pike  
Baltimore, MD 12345

February 1, 20XX

Ms. Chambers, Human Resource Manager  
ABC Company  
5555 ABC Drive  
Baltimore, MD 12345

Dear Ms. Chambers:

Thank you for your offer of the position, accounting clerk. Unfortunately, I must decline.

After serious consideration, I have concluded that the negotiated salary of \$21,500 per year does not adequately compensate me for my skills and qualifications. Therefore, I will continue looking for work which falls into my expected salary range.

Thank you for your time and consideration. I wish you success in finding a suitable employee.

Sincerely,

*Jonathan Doe*

Peter North  
600 Middletown Pike  
Baltimore, MD 12345

February 1, 20XX

Ms. Katz, Human Resource Manager  
ABC Company  
5555 ABC Drive  
Baltimore, MD 12345

Dear Ms. Katz:

Thank you for your offer of the accounting clerk position. I am very interested in the position. As I mentioned on the phone, I will need an additional five days to make my decision.

I will call to inform you of my decision by February 6. Thank you very much for your consideration.

Sincerely,

*Peter North*